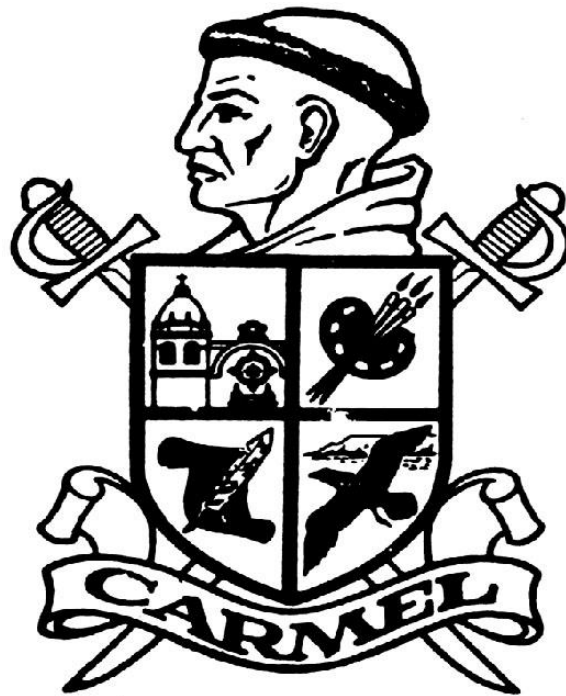


# CARMEL HIGH SCHOOL

## ATHLETIC DEPARTMENT



## COACHES' HANDBOOK

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*REVISED 08/04/2023*

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## **CIF Expectations For Coaches**

### **Pursuing Victory with Honor**

1. Use "teachable moments" on a daily basis to emphasize the importance and essential elements of the six core principles of Pursuing Victory with Honor: trustworthiness, respect, responsibility, fairness, caring and good citizenship.
2. Promote sportsmanship and foster good character by Teaching, Enforcing, Advocating and Modeling the six principles above.
3. Ensure that their program enhances the academic, emotional, social, physical and ethical development of the student-athletes.
4. Demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules from their student-athletes by teaching the history and traditions of the sport.
5. Communicate to their student-athletes and parents that athletic participation is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and conduct themselves, on and off the field, as role models who exemplify good character.
6. Enforce, with student-athletes, the district-approved codes of conduct for student-athletes.
7. Emphasize in all communications directed to student-athletes and parents the importance of character, ethics and sportsmanship. Coaches should hold a student and parent pre-season meeting to communicate their educational philosophy regarding athletics, academics, character, ethics and sportsmanship. At this meeting the coach should clearly define the expectation that coaches have for student and parent behavior and the repercussion of not meeting those expectations.
8. Emphasize to the student-athlete and their parents that the first priority of the student-athletes is a serious commitment to getting the best education possible and developing the academic skills and character to succeed. Success in the classroom should be the first priority of any student-athlete.
9. Ensure that pressure to win is not placed above education, character development, academic, social, emotional, physical and ethical well-being of the student-athlete.
10. Whether paid or voluntary, gain the skills to be a competent coach. These minimum competencies must include basic knowledge of 1) the character-building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character; 2) the physical capacities and limitations of the age group coached, as well as first aid; and 3) coaching principles related to educational philosophy, adolescent psychology, nutrition, risk management, and the rules and strategies of the sport.
11. Model respectful behavior and demand that their athletes refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane and belligerent trash-talking, taunting and inappropriate celebrations.

12. Safeguard the integrity of their programs by continually monitoring to ensure that no undue interference or influence of commercial interest or inappropriate exploitation of the school name or reputation. This should include avoiding undue financial dependency on particular companies or sponsors.
13. Always remember that profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches shall through words and example, strive to build character of their student-athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.
14. Urge and play a leadership role in planning and implementing pre-season meetings with parents, players, your athletic director, and if possible, the principal wherein the values and expectations of the district and the school principal are spelled out as they relate to athletics, its' place in education, the character building potential of athletics and the conduct and behavior of all involved in athletics.

## **THE “SIX PILLARS OF CHARACTER”**

### **TRUSTWORTHINESS:**

Deserving trust from others; confidence in a person because of his/her qualities

### **RESPECT**

Special esteem or consideration in which one holds another person or thing

### **RESPONSIBILITY**

Fit to be placed in control of something; capable of acting rationally

### **FAIRNESS**

According to the rules

### **CARING**

Serious attention, watchfulness, caution, protection; to look after

### **GOOD CITIZENSHIP**

Rights & duties; embodies all other pillars

# Code of Conduct for Interscholastic Coaches

## TRUSTWORTHINESS

1. **Trustworthiness:** be worthy of trust in all I do and teach student-athletes the importance of integrity, honesty reliability and loyalty.
  - **Integrity:** model high ideals of ethics and sportsmanship and always pursue victory with honor; teach, advocate and model the importance of honor and good character by doing the right thing even when it's unpopular or personally costly.
  - **Honesty:** don't lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.
  - **Reliability:** fulfill commitments; I will do what I say I will do; be on time.
  - **Loyalty:** be loyal to my school and team; put the team above personal glory.
2. **Primacy of Educational Goals:** be faithful to the educational and character development missions of the school and assure that these objectives are not compromised to achieve sports performance goals; always place the academic, emotional, physical and moral well-being of athletes above desires and pressures to win.
3. **Counseling:** be candid with student-athletes and their parents about the likelihood of getting an athletic scholarship or playing on a professional level. Counsel them about the requirement of many colleges preventing recruitment of student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
4. **College Recruiters:** be honest and candid with college recruiters about the character and academic abilities and interest of student-athletes.

## RESPECT

5. **Respect:** treat all people with respect all the time and require the same of student-athletes
6. **Class:** be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage student-athletes to give fallen opponents a hand, compliment extraordinary performance, and show sincere respect in pre: and post game rituals.
7. **Taunting:** don't engage in or allow trash talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
8. **Respect Officials:** treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.
9. **Respect Parents:** treat the parents of student-athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.

10. **Profanity:** don't engage in or permit profanity or obscene gestures during practices, sporting events, on team buses, or any other situation where the behavior could reflect badly on the school or the sports program.
11. **Positive Coaching:** use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse and conduct that is demeaning to student-athletes or others.
12. **Effort and Teamwork:** encourage student-athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork, and winning with character.
13. **Professional Relationships:** maintain appropriate, professional relationships with student athletes and respect proper teacher-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of student-athletes.

### **RESPONSIBILITY**

14. **Life Skills:** always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible.
15. **Advocate Education:** advocate the importance of education beyond basic athletic eligibility standards and work with faculty and parents to help student-athletes set and achieve the highest academic goals possible for them.
16. **Advocate Honor:** prominently discuss the importance of character, ethics and sportsmanship in materials about the athletic program and vigorously advocate the concept of pursuing victory with honor in all communications.
17. **Good Character:** foster the development of good character by teaching, enforcing, advocating and modeling (T.E.A.M.) high standards of ethics and sportsmanship and the six pillars of character.
18. **Role-Modeling:** be a worthy role-model, always be mindful of the high visibility and great influence you have as a teacher-coach and consistently conduct myself in private and coaching situations in a manner that exemplifies all I want my student-athletes to be.
19. **Personal Conduct:** refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or other situations where my conduct could undermine my positive impact as a role model.
20. **Competence:** strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character building techniques, and first aid and safety.
21. **Knowledge of Rules:** maintain a thorough knowledge of current game and competition rules and assure that my student-athletes know and understand the rules.

22. **Positive Environment:** strive to provide a challenging, safe, enjoyable, and successful experiences for the athletes by maintaining a sports environment that is physically and emotionally safe.
23. **Safety and Health:** be informed about basic first aid principles and the physical capacities and limitations of the age-group coached.
24. **Unhealthy Substances:** educate student-athletes about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance enhancing drugs.
25. **Eating Disorders:** counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
26. **Physician's Advice:** seek and follow the advice of a physician when determining whether an injured student athlete is ready to play.
27. **Privilege to Compete:** assure that student-athletes understand that participation in interscholastic sports programs is a privilege, not a right and that they are expected to represent their school, team and teammates with honor, on and off the field. Require student-athletes to consistently exhibit good character and conduct themselves as positive role models.
28. **Self-Control:** control my ego and emotions; avoid displays of anger and frustration; don't retaliate.
29. **Integrity of the Game:** protect the integrity of the game; don't gamble. Play the game according to the rules.
30. **Enforcing Rule:** enforce this Code of Conduct consistently in all sports-related activities and venues even when the consequences are high.
31. **Protect Athletes:** put the well-being of student-athletes above other considerations and take appropriate steps to protect them from inappropriate conduct.
32. **Access:** help make your sport accessible to all diverse communities.
33. **Improper Commercialism:** be sensitive to and avoid unwholesome commercialism including inappropriate exploitation of my name or the name of the school and undue financial dependence on corporate entities. Make sure any affiliation or association with a corporate entity is approved by school and district officials.

## **FAIRNESS**

34. **Fair and Open:** be fair in competitive situations, selecting a team, disciplinary issues and all other matters; and be open-minded and willing to listen and learn.

## **CARING**

35. **Safe Competition:** put safety and health considerations above the desire to win; never permit student-athletes to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.

36. **Caring Environment:** consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team.

### **CITIZENSHIP**

37. **Honor the Spirit of Rules:** observe and require student-athletes to observe the spirit and the letter of all rules including the rules of the game and those relating to eligibility, recruitment, transfers, practices and other provisions regulating interscholastic competition.
38. **Improper Gamesmanship:** promote sportsmanship over gamesmanship; don't cheat. Resist temptations to gain competitive advantage through strategies or techniques (such as devious rule violations, alteration of equipment or the field of play or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by practices that negate or diminish the impact of the core athletic skills that define the sport.

## GENERAL COACHING RESPONSIBILITIES

A coach is responsible for:

- a. Knowing and implementing all procedures and requirements contained in the **CARMEL HIGH SCHOOL COACHES' HANDBOOK** and the **CARMEL HIGH SCHOOL ATHLETIC CODE**.
- b. Promoting a drug-free lifestyle for all student athletes.
- c. Working with school and staff with regard to student and academic standards.
- d. Promoting positive communications with the community toward his/her program and athletics in general.
- e. Attending meetings, clinics, and workshops where appropriate.
- f. Working with the Athletic Director and the custodial staff to ensure that facilities are ready for contests/practices and returned to their original condition following an event.
- g. Encouraging all athletes to participate in multiple sports and school sponsored activities. Don't require specialization!
- h. Maintaining clear lines of communication with the Athletic Director, coaching staff, parents, and players involved in his/her program.
- i. Refraining from any inappropriate, vulgar, or abusive language. This includes profanity.
- j. In accordance with CCS playoff guidelines, **CHS will not allow any music at games** that contain lyrics. If your team chooses to use entrance music, or have music playing during any contest – it must be instrumental only.

# **HEAD VARSITY COACHING RESPONSIBILITIES**

## **PARENT/PLAYER MEETING**

The head coach should begin the season at a pre-scheduled informational meeting that all players and their parents attend. (This includes all levels in your program.) Topics that should be discussed at this time include: introductions of yourself and your staff, team rules and consequences, sportsmanship, practice schedules and game times, attendance and travel requirements, academic eligibility, the athletic code, use of facilities and equipment, discipline, and banquet/awards procedures. Parent/Player Communication handouts are recommended to be distributed to parents available upon request.

## **PLAYER MEETING**

A meeting for all players, from all levels, should be convened by the Head Coach at the beginning of the season in order to elect team officers, go over ASB paperwork, discuss season expenses and record meeting minutes covering all projected ASB expenditures.

## **TEAM GATHERINGS**

All sports meetings, any team get togethers, dinners, etc., that are being held **on or off campus** other than scheduled practices and game times, need to be approved by A.D. and Principal and put on the master calendar prior to the function. Therefore, you need to complete a **Master Calendar Sign-up request** and to be turned into the Athletic Dept. at least 48 hours prior. (**Refer to Appendix J**). These must be completed regardless of the time or location of the event.

## **TEAM RULES**

The head coach should develop a set of team rules and upon approval from the Athletic Director, discuss the rules and provide a copy of them to athletes and their parents at the beginning of the season – these rules need to be consistently enforced. The Athletic Dept. should have a copy of your program's team rules.

## **TEAM SIZE**

Coaches are urged to be inclusive. The number of team members should be as large as reasonably practical.

## **CLEARANCE PROCEDURES**

All athletes must go through clearance prior to participating in try-outs/practice at the beginning of each season. Coaches need to communicate with their athletes so that there is awareness of clearance dates and of what is required. At clearance, each athlete will need to take care of the following items:

1. Present evidence of acquisition of ASB Activity Fee/Stamp
2. Provide evidence of an athletic physical exam within the previous twelve (12) months;
3. Complete Online Athletic Packet with <https://sportsnethost.com/carmelhs-parent>
4. Be clear of CHS fines and financial obligations
5. Submit to a qualifying grade check, per CIF regulations;

Athletes who have cleared will receive a copy of their approved emergency card each season to give to their coach. **DO NOT ALLOW ANY ATHLETE WHO DOESN'T HAVE THIS APPROVED FORM Appendix A TO WORK OUT,**

TRY OUT, **OR PARTICIPATE IN ANY WAY**. If any athlete is cut, quits, or is no longer on the team for any reason, the coach must submit the copy of this clearance form back to the Athletic Director. Also, make sure to review emergency form for remarks on allergies, medication, etc., as well as CCS & grade eligibility. Athletes that become ineligible after being on the team can **“practice only”** and **not travel with the team** or have an **early release**. Until Athletic Dept. has informed you of athlete’s clearance they are at a practice only status.

## EQUIPMENT/UNIFORMS

1. All head coaches are responsible for issuing uniforms to their athletes and are **required to keep an updated inventory**. Equipment Check Out forms are available for this purpose. Each student athlete should have one on file for all CHS/CUSD uniforms and equipment. See a copy of this sheet in **Appendix B**.
2. “Old” uniforms are not to be given to any student athlete to keep. **All uniforms are property of C.U.S.D.** and must be turned in before new uniforms are to be ordered.
3. Collection of clean uniforms should commence immediately after the conclusion of each season of sport and should be completed **no later than the banquet date**. Athletes who have not returned uniforms/equipment **should not receive awards** at the banquet. Copies of the Equipment Check Out forms on student athletes that have not turned in uniforms/equipment, should be given to the Athletic Dept. after every effort has been made by the head coach to collect the items from the athlete.
4. A listing of your inventory should be in the Athletic Dept. upon issuance of your equipment, and a completed list of everything in the inventory should be turned in after everything is collected. The Athletic Director will expect this list at your end-of-the-season conference.
5. Reconditioning/repair/uniform & equipment requests should be turned in to the Athletic Director after you have inventoried your uniforms and equipment.
6. Once the season is completed, all keys issued **must be** returned to the Athletic Director before submission of paperwork for the coaching stipend.

## VOLUNTEERS:

1. All volunteers must first be approved by the Athletic Director, Golden Anderson.
2. All volunteer coaches who work directly with students must complete the requirements with the Human Resources Department at the CUSD District Office. Please contact Therese Phillips at (831) 624-1546 or [tphillips@carmelunified.org](mailto:tphillips@carmelunified.org) for further information

## PURCHASING PROCEDURES

Money for athletic programs and sports items may come from: **The Athletic Department Budget** or an **ASB club account**. Equipment and supply orders should be made **well in advance of the season**. Unexpected delays could result in not having the supplies when they are needed. **Do not wait until the last minute.**

1. Head coaches should submit their budget requests for the next school year at their end-of-the- season conferences.

2. Head coaches are responsible for all teams in their program and should take those teams and coaches into consideration when submitting budget requests.
3. After looking at the entire athletic budget and department needs, the Athletic Director will devise a budget with a designated amount of money available per sport.
4. Items ordered through the Athletic Director Budget must be submitted on a CUSD Purchase Requisition Form and must include tax and shipping/handling expense. This form must be approved by the Athletic Director FIRST. The Athletic Director will then route the requisition through the proper channels to the District Office. Improper procedure when ordering will result in delays. A purchase order number must be in place before any merchandise can be ordered. Any merchandise ordered without an approved purchase order will be at the coach's expense.
5. Each sports team has an ASB (Associated Student Body) Trust Account. **ASB funds are student funds** and as such have state mandated expenditure procedures. All monies fundraised by the students are to be deposited to their ASB Trust Account. All expenditures from this account **require**:
  - a. Majority pre-approval by the team as documented in Meeting Minutes.
  - b. Adequate funds in the team's ASB Trust Account (as verified by the ASB bookkeeper).
  - c. An ASB Purchase Order with 5 signatures, confirming approval by the Team, ASB and the CHS Principal.
  - d. Funds are to be spent on student athletes: team clothing, team snacks and meals, team equipment and team events are an appropriate use of ASB funds. ASB funds are not to be used to purchase coaches attire or for the benefit of coaches and adult volunteers.
6. The **CHS Athletic Boosters** have a grant request process if you wish to apply for funding for an item/s not paid through the Athletic Budget or ASB Club funds. See the Athletic Secretary for a copy of the Athletic Booster Grant Application form.

## **BUDGET AND EXPENSE GUIDELINES**

### **1) CHS Athletic Budget (Administered by Athletic Director)**

- Protective equipment
- Sport/game equipment
- Re-usable team uniforms
- Tournament entry fees (designated number and cost)
- First aid supplies

### **2) ASB Club Accounts (Determined by Student Athletes with coach's review)**

- End of season awards
- Team clothing (not CUSD issued uniforms) and items to be kept by the athletes (t-shirts, shorts, sweatshirts, sweatpants, bathing suits, etc.)
- Practice clothing
- Snacks/meals for athletes
- Tournament entry fees and expenses

### 3) **CHS Athletic Boosters Club**

- Grants for equipment, supplies not paid by CHS Athletics or ASB club account. All grant requests must be approved by the Athletic director

### **SPIRIT PACKS and TEAM WEAR**

Spirit Packs are team clothing packages paid for by the athletes. Spirit Pack details are agreed upon by the athletes at their team meeting (usually pre-season). The spirit pack cost and logo artwork must be approved by the Athletic Director prior to ordering. Spirit packs are optional and athletes may opt out prior to the order being placed. Spirit Packs are only distributed to the athletes who have paid for the merchandise.

**Note:** Parents and coaches may not purchase and charge students directly for any team clothing. All payments by students must go through the team's ASB account or directly through a vendor website as approved by the Athletic Director.

### **FUNDRAISERS**

Fundraising occurs to subsidize team expenses not covered by the Athletic Department Budget.

Teams that wish to fundraise with student athlete participation must adhere to the procedures outlined in **FUNDRAISING PROCEDURES**. The coach will be responsible for submitting to ASB the required ASB forms (a written Fundraising Request and Revenue Potential) for ASB Student Council and Principal Approval PRIOR to holding the Fundraiser.

Approved Fundraisers must have all the funds collected turned in to the ASB Bookkeeper as soon as possible (usually the next school day). Please note that student athlete participation must be voluntary and that all funds raised must be used equally for all athletes on the team. Funds that are deposited into the ASB Trust Account will require the standard ASB paperwork (meeting minutes, PO form with Club President and Advisor signature) for all expenditures. Equipment, supplies and team clothing that are purchased with ASB funds for ongoing use by the team are to be part of the team inventory and considered as team/Club property.

### **ROSTERS**

Once the season begins, head coaches must submit their roster to Sportsnet and know you are responsible to keep this roster up to date throughout the season at <https://sportsnethost.com/carmelhs>. Please forward all uniform numbers, once assigned to the Athletic Office secretary. Any changes must be made known immediately and additions must be formally cleared **BEFORE** any participation in practices/games can occur. Also, the Athletic Dept. **must be made aware of any drops or additions from the roster at any time.**

### **QUITTING/LEAVING A SPORT**

Any athlete who quits or leaves a sport **may not** go out for another sport that season. If the athlete was on the team at least two weeks before quitting or leaving he/she **may not** be released for the next season until prior sport has completed its season **unless both the Coach and Athletic Director** agree. Any athlete who is cut from a team may try out for another team in the same season.

## EVALUATION OF OFFICIALS

Every coach has the opportunity to evaluate game officials. Contact the Athletic Director as the need arises.

## REPORTING SCORES

It is the head coach's responsibility to phone in scores to the local newspaper, as soon as possible following a contest, whether you win or lose. The **Monterey Herald's** number is 646-4333. The **Salinas Californian's** number is 754-4293.

Email Athletic Dept. and ASB office the scores and highlights following games. **M-bay preps** and **Max preps** are a good source of exposure and we encourage the coach to utilize, but not required. Also, the local **Carmel Pine Cone**, Chris Counts, Reporter — (831) 274-8665, [chris@carmelpinecone.com](mailto:chris@carmelpinecone.com) and he is always open to high school sports' articles.

## TEAM PICTURES

Team Pictures may only be taken by CUSD approved photographers (who has a contract on file with CUSD District Office. Currently our approved vendor is Mike Westervelt at Yary Sports Photography. His phone number: Main Office 707-775-6055; email: [bay-sports-photography.com](http://bay-sports-photography.com)

## OVERNIGHT TRIPS — *Links on page 56*

These include trips during the season and the summer (camps, etc.). They must be planned at least one month prior and use the following procedures: **(Mandatory to take necessary steps)**

1. Contact the Athletic Director for verbal approval and the proper paperwork
2. Complete the paperwork and submit copies to the Principal and the Athletic Director; The item will be placed on the School Board agenda for discussion/approval.
3. Collect all necessary paperwork from athletes and turn in to the Athletic Director.
4. Prior to trip "Overnight Check List" requires A.D. approval.
5. Volunteers & personal vehicles will need prior approval and necessary documentations completed and on file with Athletic Dept.

## BANQUET

1. It is the head coach's responsibility to make arrangements for his/her awards banquet. If feasible, all levels of the sport should be awarded at the same banquet event.
2. Proper communication with athletes and their parents should be a prime concern, as well as letting the Athletic Dept. and ASB know of your plans. It is also proper courtesy to invite site administrators, Athletic/ASB Staff. (They often cannot attend due to other commitments, but the invitation is appreciated.)
3. Banquets on campus — A **Master Calendar Signup Request form** (needs to be filled out at least two weeks prior to the banquet. Please see the Principal's Secretary as space is available on a first come, first served basis.

4. Banquets off-campus – Please notify the Athletic Director as soon as possible. He will help in coordinating this event. It is a good idea to keep costs to a minimum, thus allowing more members of the athlete's family to attend. No alcoholic drinks may be present at the awards ceremony. All off-campus sites must be pre-approved.
5. It is often helpful to get a parent volunteer to assist with the details.
6. Banquets should be scheduled within three weeks of the end of the season, if possible.
7. If fees of any kind are being collected please keep in mind that no student shall be denied entrance to a banquet for inability to pay.
8. Make sure you have been in contact with Athletic Dept. in regards to certificates, emblems, and awards before your banquet.
9. See the helpful banquet checklist form on **Page 22**.

## **AWARDS POLICIES**

1. Some awards for athletes (All County, All State, MTAL Champs, TCAL Champs, etc.) are furnished by the Athletic Department. Requests for awards must be turned into the Athletic Director a MINIMUM OF TWO WEEKS PRIOR TO THE DATE OF YOUR BANQUET. Please provide accurate information.
2. Each level of sport is supplied with 2 plaques per team, per level at Winners in Monterey. Contact information: Phone: 372-4438 Address: 245 Foam St. Monterey California (There is

## **SCHEDULING**

Scheduling is done by the Head Coach, along with input from the Athletic Director. Coaches must adhere to established deadlines for completion of schedules as the Athletic Director must make arrangements for officials and transportation. See the Athletic Director for specific deadlines. *Contracts between schools, as well as any changes in the proposed schedule*, MUST be handled by the Athletic Director. Changes should be made only as a last resort, and never between coaches themselves. All changes must be pre-approved by the Athletic Director.

# **GENERAL INFORMATION AND POLICIES FOR ALL COACHES**

## **DISTRICT CERTIFICATION POLICY**

All coaches in a paid position must be up-to-date with the requirements listed in sportsnet:

<https://sportsnethost.com/carmel-unified>

All appropriate district office paperwork completed prior to assuming any coaching responsibilities.

## **COACHES' CONDUCT**

1. Coaches are reminded that, as employees and representatives of the Carmel Unified School District, you are expected to conduct yourself in a responsible and professional manner at all times.
2. Please take advantage of the "open door" policy that exists within the Athletic Department to discuss any situation that may prevent you from fulfilling your responsibilities as a coach.
3. All Coaches are to refrain from any inappropriate, vulgar, or abusive language. This includes profanity.

## **CIF/MTAL RULES**

1. The California Interscholastic Federation (CIF) governs our interscholastic sports programs. All coaches should be aware of and adhere to CIF policies and must be certified. The CIF Blue Book is the main source for this information. All coaches should either have their own copy or access one through the Athletic Director.
2. The Pacific Coast Athletic League (PCAL) is the league in which our school competes. Head Coaches should plan on attending the League's mandatory pre-season coaches meeting. The league constitution contains information concerning items such as all-league selection policy, tie-breaking procedures, etc. PCAL Athletic Directors meet monthly to discuss issues of concern. If you need further information at any time, please ask the Athletic Office.
3. All-league selection meetings are held near the end of the season at a designated site. The Athletic Director will notify the head coaches of the date and location of these meetings. It is crucial that the head coach attend this meeting. MTAL by-laws state that if a coach fails to attend this meeting, she/he may be fined. This amount may be deducted from the coach's stipend.

## **ELIGIBILITY REQUIREMENTS**

1. A student must have at least a 2.0 GPA, with no grades of: **"F"**, **"W/F"**, or **"INC"** during the previous quarter (ten-week) marking period. Students with an **"INC"** have 10 days to clear the grade, before becoming ineligible for the entire grading period.
2. Coaches should monitor academic progress, especially for student athletes requiring assistance. Current eligibility lists are on file with the Athletic Office and should be routinely checked by the head coach of each team, with prompt attention given to students falling into academic difficulty.

3. All transfer students must be cleared by CCS prior to competing at **any level**. If appropriate Athletic paperwork is on file and approved by the Athletic Dept. they are at a “practice only” status until CCS clearance.

## **MEDICAL INFORMATION**

1. All students must have a medical athletic certificate (Physical form and Pre-participation physical evaluation form needed for clearance) in order to play. (Expires one year from date of physical).
2. Coaches need a copy of the emergency card from that Athletic Dept. prior to participation. These forms must be on hand and available at all times in case of injury or emergency.
3. Each head coach will be issued a medical kit prior to the start of his/her sport. Keep the kit stocked and available for all practices and games. Return the kit to the Athletic Director at the post-season conference. Contact Athletic Trainer/Sports Med. to replenish your medical supplies.
4. Each coach should coordinate treatment of minor injuries with the trainer.
5. Each coach is responsible for obtaining clearance for an injured player from the proper medical authority before that player participates in practice or games. A copy of the doctor’s clearance must be submitted to the Athletic Office. The coach is also responsible for letting the Athletic Director know of any athlete who is no longer playing due to a medical reason so their physical can be flagged for future clearance assurance.
6. Medical personnel who are available to Carmel High School coaches are listed in the **Appendix C**.
7. Accidents and First Aid treatments must be reported to Athletic Dept. or Sports Med. Staff/Athletic Trainer. **Appendix H**.

## **CONCUSSION MANAGEMENT**

A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition and may not return to play until the athlete is evaluated by a licensed **MEDICAL DOCTOR (MD) or DOCTOR OF OSTEOPATHY** trained in the evaluation of a concussion and receives **written clearance** to return to play **Appendix D**.

## **KEYS**

Coaches will be issued keys that are necessary for their sport. The Athletic Office will issue the keys to you through the Principal’s Secretary. They must be returned to the school at or before your end-of-the-season conference if you are not coaching another sport that year. Do NOT allow students or anyone else to use your keys.

## USE AND SECURITY OF FACILITIES

Carmel High School has recently undergone a major renovation. Coaches must take an active role in protecting the facility from vandalism by students participating in athletic teams and events. Report any destruction of property, whether accidental or intentional, to the Principal or Assistant Principal immediately.

1. GYM – Be sure all doors are closed tightly, locked, and secured before leaving the facility and that the lights are off.
2. LOCKER ROOM – For practice or home games please see that students have access to their lockers before and after activities. For away contests, help to assure that the facility assigned to your team is LOCKED UP AFTER THE LAST PLAYER HAS DEPARTED. For home games, please
3. be available to let opposing teams into the appropriate visiting locker room and have access to ice if needed.
4. WEIGHT ROOM – The weight room is available to all coaches. If you are using this room, please take the responsibility to lock all doors, turn off all lights, and have your team stack weights off the floor. Stress safety and do not allow athletes into this room unless a coach is present to supervise.
5. You must coordinate all weight room requests with the Athletic Director.

## TRANSPORTATION

### 1. BUSES

- a. CHS utilizes the District transportation system for bus service to and from games.
- b. The Athletic Department schedules all transportation, so it is in your best interests to discuss your departure times prior to the start of the season. Also, transportation times are on the CHS website updated weekly.
- c. A coach **MUST** ride the bus and is in charge of athletes to and from all events. Ensure that athletes act in an appropriate manner in accord with school policies on all trips. Expect athletes to cooperate fully with the drivers regarding bus rules and regulations.
- d. Athletes are expected to ride the scheduled bus to and from the event. Only under extraordinary circumstances can an athlete receive prior authorization from the Athletic Director or a designee to waive this policy. The request must be stated with dates and locations as well as parent/guardian signature 48 hours prior to the event. **Appendix E.**
- e. Student athletes can only be released following an event to parent/guardian or release emergency names indicated on emergency records at school.

### 2. VANS

- a. Drivers must complete background check through DMV and get clearance from Transportation Dept. (employees only), and authorized by the Principal or designee.
- b. Requests to use a van must be approved by the Athletic Director. Vans are reserved and checked out by the Athletic Department.

## PARENT DRIVERS

All volunteer drivers will need to complete necessary paperwork and auto inspection, see **Appendix G (Pages 69-73)** for forms and provide a copy of a **DMV driving record, valid driver's license, vehicle registration & current insurance card**. The paperwork will be reviewed by the school for completeness and until approved copies have been given to the coach the volunteer will not be permitted to drive. Copies need to be kept with driver and coach.

## INCIDENT REPORTS

It is the coach's responsibility to report all information regarding any athletic injury requiring first aid or medical care to the Athletic Director/Sports Med. Dept. and submit an accident report within 24 hours of the injury. Forms are available in the Athletic Office or from the Principal's Secretary. Please see the **Appendix H** for a copy of the form. Electronic submission [here](#)

It is the responsibility of the coach to inform the Athletic Director and document of any incident involving spectators, officials, coaches, players, or other persons within 24 hours of any controversial incident. Forms are available through the Athletic Department.

## SUPERVISION

1. Coaches are responsible for the conduct of their teams at all times. This includes travel time, practices, games, or team meals at other schools and locations. Coaches are to expect appropriate behavior in accordance with the philosophy of the Carmel High School Athletic Department.
2. Paid coaches are responsible to remain with athletes after practices and games until all have left the school site. This is particularly important when coming home late from an evening event. Volunteer coaches are not to be alone with student-athlete.

## PLAYER DISCIPLINE

The primary responsibility for all individual and team discipline rests with the head coach and his/her assistants who are employees of the Carmel Unified School District. Player discipline should never be delegated to other team members or to individuals not employed by the Carmel Unified School District. The Assistant Principal and/or Principal may also impose forms of discipline pursuant to the Student Handbook and/or Athletic Code in certain behavioral situations. We encourage coaches to provide parent communication flyers to parents as well as approved team rules for the parent meeting.

## RAINY DAY SCHEDULES

1. The status of games to be held during inclement weather will generally be determined by noon on the day of the game. Coaches should check with the Athletic Director mid-morning on the status of the decision. The coach's input will be necessary, especially when re-scheduling is required.
2. Inform students to check the school website or Attendance Office window for instructions on what to do during inclement weather conditions for practices or games. Coaches should call and leave instructions with the Athletic Director as soon as possible regarding the information to be posted. Notes will be sent via email to faculty and staff for last minute schedule changes and or emergency.

## ATHLETIC BOOSTERS

This is an organization that traditionally provides great support to our athletic programs. It is recommended that coaches attend Athletic Boosters meetings whenever possible. It is especially beneficial for head coaches to attend during their season of sport to give updates on their program and individual player accomplishments. Please encourage 100 percent membership from the parents of your players.

## COACHES' EVALUATIONS/END-OF-THE SEASON CONFERENCE

All coaches should expect to be assessed on their performance. The Athletic Director and/or the Assistant Principal at Carmel High school may hold a conference to discuss any areas where there is a deficiency noted or a concern about your program. Stipends are given out at the end of the season following completion of all team playoffs and your coaches end of season review with the Athletic Director. There is no commitment on the District's part for continuing employment.

At the end of every season, the head varsity coach in each sport will be required to attend an end-of-the-season conference with the Athletic Director and/or an administrator. **All keys and first aid kits issued must be returned to the Athletic Director at the end of the season.** Also, turn in a current inventory of uniforms, supplies & equipment. An evaluation form with criteria will be reviewed with each coach during this meeting. Please see the **APPENDIX I** for a list of items upon which all coaches will be evaluated.

## COACHES – POLICY FOR TERMINATION OF SERVICES

1. Head coaches should immediately discuss misunderstandings or infractions of instructions with their assistants as well as document.
2. Head coaches should inform the Athletic Director by the middle of the sport's season regarding the unsatisfactory services of an assistant coach or his/her failure to carry out assignments. An informal conference can be held between the Athletic Director, the head coach, and the assistant to discuss the problem(s). An assistant coach may also request a conference with the Athletic Director regarding problems that s/he may be having with the coaching assignment.
3. Head coaches desiring to recommend changes among assistants should notify the Athletic Director no later than two weeks from the close of the sport's season. Before any decision is made regarding any assistant, a conference will be conducted between the Athletic Director, head coach, and the assistant coach(es) to discuss the manner in which assigned responsibilities have/have not been carried out.
4. Assistant coaches will be notified in writing if their services are to be terminated. Notification shall be given no later than three weeks following the close of the sport's season.
5. Similar principles will be followed if the Athletic Director recommends that a head coach's services have not been satisfactory. The Principal and/or Assistant Principal will be included in the conference, along with the Athletic Director and the head coach.

## **PROFESSIONAL RESPONSIBILITIES**

1. Regularly attend coaches' meetings.
2. Keep up-to-date on District requirements and required certifications on file (first aid, CPR, TB test) Fundamentals of Coaching, Blood Pathogen, etc., Concussion & Sportsmanship certification).
3. Follow all school, league, and CIF rules and policies.
4. Follow approved budgeting and purchasing procedures.
5. Follow approved procedures regarding inventory, issuance, and collection of all uniforms and equipment
6. Supervise athletes until all have left the activity site after games or practice sessions.
7. Supervise and secure athletic facilities after games or practice sessions.
8. Follow procedures for organized banquet/awards presentation.
9. Attend coaching clinics.
10. Keep A.D. informed of season.

## **PRACTICE & GAME CLIMATE AND INSTRUCTIONAL PROCEDURES**

1. Provide a positive learning environment for athletes during games and practice sessions.
2. Be competent in the knowledge and teaching of techniques, rules, and strategies of the sport.
3. Adjust activities to suit the interest and skill levels of athletes.
4. Deal consistently with disciplinary problems in games and practice settings.
5. Be aware of, and attend immediately to, factors that relate to athletic safety.
6. Be prepared during practice sessions and game organization in terms of selected objectives, activities, and procedures.
7. Deal appropriately with unexpected situations as they develop and seek assistance from the Athletic Director or an administrator if needed.
8. Use clear explanations of style for offensive and defensive play to supervisors, parents, and athletes.

## **WORKING WITH PEOPLE**

1. Conduct/attend a parent-player meeting at the beginning of the season. Provide Parent/Coach Communication flyer with approved Team rules.
2. Communicate with student athletes the adverse effects of drugs, alcohol, and anabolic steroids on the teenage body.
3. Advise athletes in writing at the onset of the season of training rules, codes, expectations, and consequences.
4. Respect and enforce both the letter and intent of rules, regulations, and codes.
5. Work with team and individuals to develop appropriate goals.
6. Achieve the confidence and respect of athletes.
7. Establish channels of communication for athlete and parent use.
8. Develop team spirit and unity.
9. Respond to player initiated questions in regard to playing time or other concerns.
10. Supervise student managers in their roles and responsibilities.
11. Maintain good rapport with other members of his/her coaching staff and other coaches.
12. Communicate well to teachers and administrators.
13. Cooperate with the athletic department.
14. Communicate well with game officials.
15. Communicate well with parents and community members.
16. Relate well to opponents and their supporters.
17. Use the media effectively to reward the effort of both the team and individuals.
18. Encourage athletes to participate in multiple sports and extracurricular activities.
19. Support all athletic programs at Carmel High.
20. Demonstrate an awareness of, and support for, all student athletes' academic progress.

## **PERSONAL QUALITIES**

1. Include physical vitality and enthusiasm.
2. Accept gracefully and profit from constructive criticism.
3. Seek out opportunities to assume additional responsibilities.
4. Demonstrate appropriate conduct during games as well as practice sessions.
5. Serve as a leadership example and role model for student athletes.

## CARMEL HIGH SCHOOL ATHLETIC BANQUET CHECKLIST

1. Set a date to hold the banquet within three weeks of final contest and coordinate it with the Athletic Office within three weeks of final contest, if possible.
2. Check the master calendar for a date and determine a location. It should not be held on the evening of a Board meeting.
3. If it is to be held on School District premises, complete a request through the Athletic Office or the Principals Secretary.
4. Determine team awards and follow ordering procedure as outlined previously.
5. Submit requests for certificates, emblems & patches to the Athletic Office at least two weeks prior to banquet.
6. Arrange for food and paper goods; banquet can be potluck, dessert, or other.
7. Be responsible for all clean-up except for moving of furniture (leave it as it was set-up).
8. Send an invitation to athletes and parents ahead of time with banquet information (date, time, place, etc.).
9. Inform assistant coaches of plans and responsibilities.
10. Invite Athletic Director, Athletic Dept. and ASB personnel, as well as School Administrators, Superintendent and Board members to your banquet.
11. Announce the date and time of your banquet in the daily bulletin with ASB two to three days prior.
12. Create a "summary-of-the-season" statement in the form of a program or brochure to distribute at the banquet.

## ATHLETIC BOOSTERS

### ASB PER STUDENT ALLOTMENT

Athletic Boosters may donate a specific amount of money designated for each student in a CHS sport (as verified by rosters and the Athletic Director) to each teams' ASB Trust Account. The amount donated will be determined at the beginning of the school year by the CHS Athletic Boosters Board of Directors based on projected budget and income. These per student funds help defray the costs of items that would normally **not be covered by the District and are not integral to the play of the sport**. Items such as uniforms, swimsuits, balls, etc. are not eligible. The Coaches and athletes can determine where funds are spent and can include any type of personal property that can be retained by the student. ASB per student money can be used to lower the "Spirit Pack" costs, if decided by team members and Coach.

### GRANT REQUESTS

Complete the Athletic Boosters grant request form **APPENDIX K** and direct it to the Athletic Director for review and approval prior to submitting the request to Athletic Boosters. The purpose of an Athletic Boosters Grant is to assist in the purchasing of equipment, machines, supplies or other items that benefit the entire team, and that stay with school/team for future use by the student athletes. **Grant request funds are not available to personal property items that the student retains or any type of souvenir or commemorative item. Grants are also not intended for uniforms or other items integral to the participation and play of that sport such as balls, transportation, field preparation or umpires/officials.** Coach's clinics/continuing education classes and tournament fees are eligible for consideration. Annual funding of grants is determined on an as needed basis by the Board and available funds as each sport has different needs and requirements. Grant maximum is \$2500 unless approved/amended by Board.

### FINANCIAL AID

Under the Athletic Boosters grant request umbrella, funds are made available on a **per case basis** in the case of financial aid or need for a student athlete to participate in a chosen sport. These funds can be used for Spirit Pack purchase or other costs related to that sport or required spending by an athlete's family. These requests must be forwarded by the Coach to the AD and verified by the school without violating any privacy issues or creating any embarrassment. Funds would be paid directly to the ASB account and not to the individuals, unless the team items are outside of the ASB purview and a receipt for the required purchase is presented and approved by ASB.

### CCS TEAM RECOGNITION FUNDS

**Any Varsity sports team at CHS**, that attains a CCS Championship or higher State title would be eligible to request an additional amount of per student allotment to assist in obtaining a commemorative item for that specific achievement. Based on budget and income the CHSAB Board may vote and approve a per athlete donation. The Board would not be involved in any decision making process of these awards and funds are not transferable to some other form, i.e. Spirit Pack costs, etc. MTAL titles do not qualify for these funds.

## STUDENT ATHLETE SCHOLARSHIP

Funds are made available for a scholarship program benefitting college bound students. Requirements are outlined in the Scholarship application form provided by the Athletic Boosters Board. An annual amount will be determined at the beginning of the school year by the BOD based on projected budget and income. A minimum of (1) male and (1) female candidate would be awarded. Funds would be distributed to student after proof of **enrollment** in school of choice. Applications are processed through the College and Career Center at CHS and are awarded during CHS Scholarship night.

# **ASB REFERENCE MANUAL**

## **for Sports Teams/Clubs**

**TEAM/CLUB ADVISORS:** The Head Coach is generally the ASB Club Advisor for the team.

### **Responsibilities**

#### **GENERAL**

1. Present a positive, optimistic attitude.
2. Be willing to help students organize activities.
3. Allow students to make decisions after looking at the various alternatives.
4. Make sure that students follow their decisions with action and responsibility.

#### **SPECIFIC**

1. Allow for the election or appointment of Club Officers.
2. Develop an election/appointment process that allows leadership to evolve.
3. Be present at all meetings.
4. Review and amend the Club Constitution as needed.
5. File an annual Club "Statement of Intent" to operate in the current school year **(page 30)**.
6. Require that the team/club abide by their constitution and school rules.
7. Insure students, coaches, and parents adhere to all ASB financial rules and guidelines. (Spending and Fundraising).
8. Insure that there is student discussion of all ASB Expenditures and Fundraisers and that such discussion is recorded in the meeting minutes. **(page 32)**
9. Make sure that your organization's activities are on our Activities Calendar and that all necessary forms are completed and approved at least two (2) weeks in advance.
10. Make sure that activities that involve school facilities or school time meet the necessary guidelines.

### **Club/Team Activities**

- All teams/clubs are welcome and encouraged to hold activities and events that promote the purpose of their club and enhance the lives of the general student body.
- All team/club activities must be approved through the Master Calendar request form.
- Advertise, publicize and promote your activity or event. All poster and flyers must be approved though the Activities Office and bulletin announcements must have advisor's signature.

### **Club/Team Service Project**

- All teams/clubs are asked to complete a Community Service project each year.

## **Financial Guidelines:**

### **Financial Responsibilities**

Each club/team must be extremely careful to follow all financial requirements. CUSD hires independent auditors to audit all of the school's financial transactions. Advisors are responsible for ensuring that all expenditure and fundraising paperwork is fully completed and submitted for approval prior to any financial activity.

#### **1. Spending Club Money**

**Before** spending the Club/teams ASB Trust Account money:

- a. Verify the money you would like to spend is in your account.
- b. Hold a club meeting
- c. Fill out meeting minutes
- d. Complete an ASB Purchase Order form **(page 32)**(have the club/team president and advisor sign)
- e. Attach a copy of the minutes to the purchase order (place the original in commissioner binder)
- f. Turn in the Purchase Order form to the ASB bookkeeper

You do not have to wait for ASB approval to place an order as long as the team/club meeting has been held, the Purchase Order Form has been completed and submitted and the funds available have been verified by the ASB Bookkeeper.

Invoices and reimbursements will not be paid until the ASB Purchase Order has been approved by both the Student Council at an ASB meeting and by the school Principal.

**After** you spend the money:

Turn in appropriate receipts to ASB bookkeeper – be sure to write the name of the person being reimbursed and club name on the receipt.

Reimbursements will be issued by check on a weekly basis.

#### **2. Revenues**

All money must be deposited in the Activities Office the same day (or as soon as is possible after) it is received. Do not keep fundraiser revenues in an unsecured location.

#### **3. Disbursements**

Never take money directly from receipts to pay a bill or vendor. All payments or reimbursements must be made by check through the ASB Office.

Disbursements of money may be made only with the consent of the Club/Team Advisor, Club/Team Treasurer (student), Activities Director and Administrator or designee. In addition to the above signatures, all Check Vouchers must have the original receipt or invoice and a copy of Meeting Minutes approving expenditure attached.

## Clothing Orders and “Spirit Packs”

All clothing orders and “Spirit Packs” require Athletic Director approval prior to ordering. Identify the cost of the pack, the items to be included, and any wording, graphics, fonts, and colors to be used.

All clothing offered to students must be on a voluntary purchase basis. No student can be required to purchase such merchandise. Only students who have paid for this voluntary expense are to receive this merchandise.

An ASB Purchase Order must be in place **prior to placing the order with the vendor**. A club is encouraged to get a written quote inclusive of shipping and tax. Remember, if you are ordering from an out of state vendor, your club will be required to pay Monterey County sales tax (see the ASB Bookkeeper for more information.)

Any advisor or coach who wishes to purchase clothing identical to that which the students are ordering should prepay for this merchandise. ASB funds are intended for the benefit of students, not adults.

**ADVISORS, COACHES, AND ADULTS ARE NOT TO BE GIVEN CLOTHING THAT STUDENTS ARE REQUIRED TO PAY FOR.**

### Things to be Aware of:

1. **Cash Boxes:** If you need cash box(s) for an activity, please give us at least a one day notice. If you are late with your request, you may have to obtain your own change.
2. **Receipts:** A receipt (handwritten or computer) **MUST** be issued when receiving payment for any ASB items. Do not collect money without issuing a receipt!
3. **Deposits:** If you are collecting money (fundraisers, ticket sales, trip deposits, etc.) all funds must be deposited to the ASB Bookkeeper daily or as soon as is possible.
4. **Reimbursements/Payments:** You must obtain team/club (student) approval for reimbursement for any money spent out of pocket or for payment of invoices on behalf of your team/club. You must submit a completed a PO and meeting minutes prior to purchase, then turn in original receipt with the name of the person being reimbursed and club name. Allow at least one (1) week for processing.
5. **FUNDRAISERS:** Make sure Request for Fundraiser Approval form has been completed and fundraiser has been approved by the Activities Office prior to commencement of said fundraiser. **NEVER** order product without a Purchase Order! Adhere to the guidelines listed in this Handbook regarding receipts, deposits and paying bills. Always use a Tally Sheet during a fundraiser so accurate records can be kept.
6. **Finally:** When in doubt ask! The ASB Bookkeeper is available to answer your questions and to go over paperwork during school hours or call (831) 624 1821 ext. 2780.

## Fundraising Procedures

All teams/clubs are permitted and encouraged to organize appropriate and profitable fundraisers to earn money for their group. The following CHS and CUSD guidelines and procedures must be followed:

### 1. General Fundraising Procedures

- a. ALL Fundraisers must be approved by the Activities Director.
- b. Check Master Calendar for available dates.
- c. Complete an ASB Request for Fundraiser Approval and Estimated Cost and Profit Projection worksheet and submit to ASB Office for approval. **(Page 35, 36)**
- d. Issue receipts for all sales and follow all Cash handling Procedures.
- e. Advisor must be present when students are handling cash.
- f. Deposit money daily (or as soon as possible) in the ASB Office.

### 2. CUSD Prohibited Fundraisers. (Some may be used with appropriate documentation and/or insurance, liability completed).

- Raffles or games of chance
- Activities that pose liability, safety or risk concerns (i.e.: bounce house.)
- Mechanical or animal rides.
- Use of darts or arrows.
- Objects thrown at people.
- Use of water tanks into which a person is dunked.
- Destruction of cars or similar objects with hammers.
- Trampolines or mini-trampolines

### 3. Cash Handling Procedures

- a. Class/Club advisor must ALWAYS be present while students are handling cash.
  - b. All money must be counted by club treasurer and verified by club advisor.
  - c. Deposit money to ASB Office immediately following fundraiser.
4. Reimbursement for funds spent in advance will be reimbursed by check from the CHS Activities Office. Cash may NEVER be taken out of the profits to cover or reimburse expenses.
  5. Payments due to vendors or underwriters must be in check form issued by the ASB Office. **Cash may NEVER be taken out of the revenues to cover expenses** prior to turning in deposit.
  6. You may accept cash or checks. Checks collected must be made payable to "CHS ASB".

## **Tournaments**

1. Tournaments held at CHS where team entry fees are collected or gate admission is charged do require the completion of a Fundraising Request.

Attach to the Fundraising request the following tournament details:

- Tournament Entry Fee
  - Number of teams Participating
  - Names of Participating schools
  - Gate admission price
  - A copy of the Tournament Flyer
2. All team entry fees **MUST BE RECEIVED PRIOR TO THE TOURNAMENT.** It is the Coach/Advisor responsibility to ensure compliance.
  3. Checks issued for entry fees must be payable to CHS ASB.
  4. Submit all tournament expense Purchase Orders to ASB prior to the event for approval.
  5. Verify that you have the necessary cash controls in place for collection of gate admission and concessions. Remember that all expense reimbursements must take place from Purchase Orders. **Do not reimburse expenses from gate admission or concession sales.**
  6. All monies earned at the tournament are to be turned in to the ASB Bookkeeper on the next school day. You must be present when the cash is counted by the Bookkeeper.

## **Summary of ASB Spending Process**

1. A **Club Constitution** or **Statement of Intent** listing the newly elected officers must be filed each school year.
2. **Meeting Minutes** must be recorded (in ink) for all club meetings.
3. **ASB Purchase Order forms must be submitted** for all club/team trust account expenditures.
4. A copy of the meeting minutes showing student discussion of the expenditure must be attached to each Purchase Order form.
5. **Availability of funds needs to be verified** prior to spending ASB Trust account monies.
6. **Orders may be placed** once items 1-5 are complete.
7. All goods ordered must be shipped to Carmel High School
8. **Turn all original receipts, invoices and verified packing lists in to the ASB office** for reimbursement or payment.

# Carmel High School

## Club

2019 - 2020

### Statement of Intent

The \_\_\_\_\_ Club of Carmel High School will be active for the 2019/2020 school year as described by the previously approved constitution on file with the Carmel High School Associated Student Body.

Our elected officers for are:

	Name	Signature
President:	_____	_____
Vice President:	_____	_____
Secretary:	_____	_____
Treasurer:	_____	_____
Club Advisor(s)	_____	_____
	_____	_____

Date Submitted:\_\_\_\_\_.

---

*Carmel High School SAMPLE CONSTITUTION*

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**CHS UNDERWATER BASKET WEAVING CLUB  
CONSTITUTION 2004-2005**

Article I	Name	CHS Underwater Basket Weaving Club		
Article II	Purpose	To promote interest in underwater basket weaving. To provide students with the opportunity to experience this craft.		
Article III	Authority	CHS Underwater Basket Weaving Club derives its authority directly from the CHS ASB and indirectly from the Principal and Board of Education.		
Article IV	Membership	Members must be students of Carmel High School.		
Article V	Meetings	CHS Underwater Basket Weaving Club will meet the first Thursday of each month during office hours in room 99. The president or advisor may call special meetings.		
Article VI	Officers	President	Printed Name	Signature
		Vice President	Printed Name	Signature
		Secretary	Printed Name	Signature
		Treasurer	Printed Name	Signature
Article VII	Elections	Elections will be held once per year in October.		
Article VIII	Amendments	All changes or amendments to this Club Constitution shall be by a 2/3 vote of the Club membership present at the date of the meeting scheduling such a change.		
Article IX	Advisor(s)	Printed Name	Signature	

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*Carmel High School SAMPLE CONSTITUTION*

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# Club Minutes

Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Called to order by: \_\_\_\_\_ Time: \_\_\_\_\_

Present: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Old Business	New Business

**To Do List**

Who	What	Due Date	Completed

### Motions

1. \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Votes: \_\_\_\_\_ ayes \_\_\_\_\_ nays

2. \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Votes: \_\_\_\_\_ ayes \_\_\_\_\_ nays

3. \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Votes: \_\_\_\_\_ ayes \_\_\_\_\_ nays

4. \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Votes: \_\_\_\_\_ ayes \_\_\_\_\_ nays

### Purchase Orders:

To	Why	How much

### Motion to adjourn

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Time: \_\_\_\_\_

Commissioner: \_\_\_\_\_

Commissioner's Signature: \_\_\_\_\_

Minute's submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_

SHIP TO: 3600 OCEAN AVE, CARMEL, CA 93923  
MAIL INVOICE TO: PO BOX 222780, CARMEL, CA 93922

# PURCHASE ORDER

NUMBER

CITY/STATE/ZIP

### One Vendor per Purchase Order

QTY	ARTICLES TO BE PURCHASED	AMOUNT
	TAX	
	SHIPPING	
	TOTAL	

## ATHLETIC APPARAL ORDERS – Attach Artwork

Garment Color Approved: \_\_\_\_\_ Athletic Director

Logo Approved: \_\_\_\_\_  
Athletic Director

Club Name;

**NOTE: Purchase Orders will not be processed without an attached copy of club meeting minutes.**

I hereby certify this request has been approved by the:

\_\_\_\_\_ and appears in the minutes of \_\_\_\_\_.  
 Club or Class \_\_\_\_\_ Date \_\_\_\_\_

President of Club/Class Signature

---

Advisor Signature

FOR ASB USE ONLY

Club Account Number

**I hereby certify this request has been approved by the Associated Student Body of Carmel High School and appears in the minutes of \_\_\_\_\_.**

ASB Officer

### Activity Director

Principal

CHECKS ISSUED:

Name	Amount	Check Number	Date Issued

## CARMEL HIGH SCHOOL FUNDRAISING REQUEST FORM

Today's date: \_\_\_\_\_ Master calendar checked? \_\_\_\_\_

Club/Class/Organization Requesting: \_\_\_\_\_

Description of Fundraiser: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of Fundraiser: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student in charge/phone number: \_\_\_\_\_

Adult supervisor/phone number: \_\_\_\_\_

Date of proposed activity: \_\_\_\_\_

Location of proposed activity: \_\_\_\_\_

Approximate number of students involved: \_\_\_\_\_

Approved by advisor: \_\_\_\_\_

***\* Revenue potential form must be attached.***

Date submitted: \_\_\_\_\_ Received by: \_\_\_\_\_

ASB Approval: YES      NO      TABLED \_\_\_\_\_ Date \_\_\_\_\_

Approved by principal: \_\_\_\_\_

## Fundraising Revenue Potential

ASB Club: \_\_\_\_\_ Advisor: \_\_\_\_\_

Fundraiser: \_\_\_\_\_ Date(s): \_\_\_\_\_

### REVENUE

Expected Sales: Price: \$ \_\_\_\_\_ # items \_\_\_\_\_ = \$ \_\_\_\_\_

Other Expected Revenue: \_\_\_\_\_ = \$ \_\_\_\_\_

Actual Sales: Price: \$ \_\_\_\_\_ # items \_\_\_\_\_ = \$ \_\_\_\_\_

Other Actual Revenue: \_\_\_\_\_ = \$ \_\_\_\_\_

### EXPENSES

Expected

Actual

\_\_\_\_\_ = \$ \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ = \$ \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ = \$ \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ = \$ \_\_\_\_\_ \$ \_\_\_\_\_

### SUMMARY

Expected Total Revenue = \$ \_\_\_\_\_ Actual Revenue = \$ \_\_\_\_\_

Expected Total Expenses = \$ \_\_\_\_\_ Actual Expenses = \$ \_\_\_\_\_

Expected Profit = \$ \_\_\_\_\_ Actual Profit = \$ \_\_\_\_\_

Club Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ASB Business Meeting: Date \_\_\_\_\_ Officer \_\_\_\_\_

ASB Approval: YES NO TABLED

Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**BP 4020(a)****DRUG AND ALCOHOL-FREE WORKPLACE**

The Board of Education believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance while on duty or in the workplace. (Government Code [8355](#); 41 USC 701)

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and non-instructional time in the classroom or workplace, at extracurricular or co-curricular activities, or while transporting students or otherwise supervising them. This definition includes any event or function that is primarily organized for the purpose of recognizing the participation and accomplishments of students.

Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job. When students are present, the standard includes any observable indicator of drug or alcohol use, including the odor of alcohol on an employee's breath.

The Superintendent or designee shall notify employees of the district's prohibition against drug use and the actions that will be taken for violation of such prohibition. (Government Code [8355](#); 41 USC 701)

An employee shall abide by the terms of this policy and shall notify the district, within five days, of his/her conviction for violation in the workplace of any criminal drug statute. (Government Code [8355](#); 41 USC 701)

The Superintendent or designee shall notify the appropriate federal granting or contracting agency within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 701)

In accordance with law and the district's collective bargaining agreements, the Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency or other appropriate agency.

**BP 6145(a)****EXTRACURRICULAR AND COCURRICULAR ACTIVITIES**

The Board of Education recognizes that extracurricular and co-curricular activities enrich the educational and social development and experiences of students. The District shall encourage and support student participation in extracurricular and co-curricular activities without compromising the integrity and purpose of the educational program.

No extracurricular or co-curricular program or activity shall be provided or conducted separately and no District student's participation in extracurricular and co-curricular activities shall be required or refused based on the student's gender, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. Requirements for participation in extracurricular and co-curricular activities shall be limited to those that are essential to the success of the activity. (5 CCR 4925)

Any complaint regarding the District's extracurricular and co-curricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

No student shall be prohibited from participating in extracurricular and co-curricular activities related to the educational program because of inability to pay fees associated with the activity.

**Scheduling Conflicts**

In order to further the District's efforts to encourage and support student participation in extracurricular and co-curricular activities, the Superintendent or designee shall develop guidelines for the resolution of scheduling conflicts that may occur in the event a student chooses to participate in more than one extracurricular or co-curricular activity concurrently.

**Eligibility Requirements**

To be eligible to participate in extracurricular and co-curricular activities, students in grades 6 through 12 must demonstrate satisfactory educational progress in the previous grading period including but not limited to: (Education Code 35160.5)

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale. Grades assigned for Office and Teacher Assistant roles shall not be included in this computation.

Beginning with the Fall Semester of the 2007/08 school year, students must maintain the minimum 2.0 grade point average and shall not receive any grades of Failure (F), Withdraw/Fail (W/F), No Mark (NM), or Incomplete (I). This restriction shall not apply to 6th and 9th grade students as a result of grades earned in the 5th or 8th grade.

**BP 6145(b)****EXTRACURRICULAR AND COCURRICULAR ACTIVITIES**

In the event that a grade of Incomplete affects eligibility, the student will be given two (2) weeks to complete necessary course work and receive a letter grade. The student shall become eligible upon issuance of a passing grade within the two (2) week period, provided the grade does not result in a grade point average below 2.0.

- Maintenance of minimum progress toward meeting high school graduation requirements, which is defined as follows:

Grade	Carmel High		Carmel Valley High	
	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
9	0	30	NA	NA
10	60	90	50	75
11	120	150	100	125
12	180	210	150	175

No Carmel High School (CHS) Student who is academically ineligible to participate in extracurricular and non-graded co-curricular activities may attain eligibility to participate in such activities at CHS simply by virtue of a transfer to Carmel Valley High School. Ineligible CHS students who transfer to CVHS may participate in extracurricular and non-graded co-curricular activities at CHS upon completion of one semester at CVHS, provided they meet the academic eligibility requirements specified in items 1 and 2 above.

- Whenever participation in an extracurricular activity requires a non-refundable deposit of \$100 or more, participating students must be in good academic standing (defined as a current grade of C- or better) in all courses as of the due-date for submission of the deposit. In addition, the student's parent/guardian shall sign a statement acknowledging the risk of forfeiture of the deposit should the student lose eligibility.

The Superintendent or designee may grant ineligible students a probationary period of not more than one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation.

The Superintendent or designee shall provide the necessary assistance to help ineligible students achieve the academic standards required by law.

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and co-curricular activities when the student's poor behavior is serious enough to warrant loss of this privilege.

## **Annual Policy Review**

The Board shall annually review this policy and implementing regulations.

Policy           **CARMEL UNIFIED SCHOOL DISTRICT**  
Revised:       June 07, 2010 Carmel, California  
Instruction     AR 6145 (a)

### **BP AR 6145 (b)** **EXTRACURRICULAR AND COCURRICULAR ACTIVITIES**

#### **Definitions**

Extracurricular activities are those programs that have all of the following characteristics: (Education Code 35160.5)

1. The program is supervised or financed by the school district.
2. Students participating in the program represent the school district.
3. Students exercise some degree of freedom in the selection, planning or control of the program.
4. The program includes both preparation for performance and performance before an audience or spectators.

Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit and do not take place during classroom time. (Education Code 35160.5)

Co-curricular activities are programs that may be associated with the curriculum in a regular classroom. (Education Code 35160.5)

Certain curricular offerings may include co-curricular activities that occur outside of the regular class period, are graded, and are considered vital to the curricular offering. Accordingly, student participation in these co-curricular activities shall take priority over participation in other extracurricular or non-graded co-curricular activities. (See Scheduling Conflicts, below.)

An activity is not an extracurricular or co-curricular activity if either of the following conditions applies: (Education Code 35160.5)

1. It is a teacher-graded or required program or activity for a course which satisfies the entrance requirements for admission to the California State University or the University of California.
2. It is a program that has as its primary goal the improvement of academic or educational achievement of students.

The Principal or administrative designee shall be responsible for designating all activities as curricular, co-curricular, or extracurricular.

## **BP AR 6145 (b)**

### **EXTRACURRICULAR AND COCURRICULAR ACTIVITIES**

#### **Eligibility Requirements**

With the exception of entering 6th and 9th grade students, the grade point average used to determine eligibility shall be based on grades of the last previous grading period during which the student attended class at least a majority of the time. (Education Code 35160.5)

#### **Scheduling Conflicts**

Students are encouraged to participate in multiple extracurricular or co-curricular activities. It is incumbent upon teachers, activity directors and coaches to make all participation expectations explicitly known to students before the course, season, activity begins or as soon thereafter as practicable. Students are responsible for notifying, as soon as possible, the activity directors or athletic coaches directing the extracurricular or co-curricular activities in which the student participates of any potential scheduling conflicts.

Whenever possible, events, including interscholastic contests, shall not be scheduled during weeks when the school is not in session.

Where minor or insignificant modifications in the expectations of teachers, activity directors, coaches, etc. would result in the affected student's ability to participate in both conflicting events, the supervising adults shall make such modifications. If there is a question by any party as to what constitutes a minor or insignificant modification, the Principal or administrative designee shall make the determination. Whenever the student cannot participate in both events, the adult supervisors shall use the following guidelines to resolve the scheduling conflicts:

1. All curricular activities, including field trips, study trips, and other graded co-curricular activities that take place during or outside of the regular school day, shall have priority over any extracurricular or non-graded co-curricular activity.
2. A competition, event, or performance shall have priority over a practice or training session.
3. When two competitions, events, or performances conflict:
  - a. State-wide events, competitions, or performances shall have priority over regional or local events, competitions, or performances;
  - b. Regional competitions, events, or performances shall have priority over local events, competitions, or performances.
4. Whenever the conflicting events are of equal priority, the student shall make the determination regarding in which event he or she will participate.

**BP AR 6145 (c)**

**EXTRACURRICULAR AND COCURRICULAR ACTIVITIES**

Students and/or parents shall have the right to appeal a decision related to the priority guidelines provided within these regulations. All appeals will be considered by the Principal or administrative designee and his/her decision shall be final.

Students shall not be penalized for participating in an event of equal or higher priority. Specifically, students shall not be required to forfeit further participation or be otherwise penalized for missing any practice, rehearsal, activity, or performance in order to participate in a conflicting practice, rehearsal, activity, or performance that takes priority over the missed practice, rehearsal, activity, or performance.

All participation expectations shall be clearly stated, in writing, prior to the start of the season or class. When a student must miss an event, game, rehearsal or practice for a reason unrelated to a scheduling conflict involving two or more school related programs, the penalty imposed shall be reasonable and approved in advance by the Principal or administrative designee.

Adult supervisors shall be responsible for notifying the Principal or administrative designee of any unresolved scheduling conflicts as soon as practicable.

The Principal or administrative designee shall be responsible for resolving any outstanding scheduling conflicts.

Regulation     **CARMEL UNIFIED SCHOOL DISTRICT**  
as of: June 07, 2010 Carmel, California

**BP 6153(a)****SCHOOL-SPONSORED TRIPS**

The Board of Education recognizes that school-sponsored trips are important components of a student's development. Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. The Board believes that careful planning can greatly enhance the value and safety of such trips. School-sponsored trips may be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band activities, or other extracurricular or co-curricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study.

If the Board allocates funds for school-sponsored trips, individual schools may be provided with budgetary allocations so that they can plan ahead. Special trip expense funds may be established when necessary for fund-raising purposes.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 6145 - Extracurricular and Co-curricular Activities)

All trips involving out-of-state or overnight travel shall require the prior approval of the Board. Other trips may be approved by the Superintendent or designee.

Principals shall ensure that teachers develop plans which provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

The ratio of adults to students on school-sponsored trips shall be at least one to 10. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade students, appropriate to their ages.

**SCHOOL-SPONSORED TRIPS**

1. All school sponsored field trips and excursions away from school grounds, including school sponsored athletic trips, school band activities, school-related social, educational, cultural, or other extracurricular or co-curricular activities and outdoor education programs, are subject to this regulation.
2. Students must have written parental permission in order to participate in trips requiring transportation. (Education Code 35350) The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

3. Whenever the number of eligible students who complete the requirements to participate in a trip exceeds the number of students the trip can accommodate, the actual participants will be drawn by lot.
4. No employee may receive compensation from, nor permit their name, title, or likeness to be used in solicitations by, private trip organizers for any school-sponsored trip that occurs during the regular school year. The district reserves the right to receive remuneration from tour operators and to utilize those to compensate employees for trip-related responsibilities and/or to provide student scholarships.
5. All contracts with private entities; e.g. charters, travel agents; must be reviewed by the district's Chief Business Official and/or legal counsel prior to signing by a district administrator authorized to obligate the district to the terms of the contract.

### **BP 6153(a)**

#### **Safety and First Aid**

1. While conducting a trip, the teacher, employee or agent of the school shall have a district provided first aid kit in his/her possession or immediately available. (Education Code 32040, 32041)
2. Whenever trips are conducted in areas known to be infested with poisonous snakes:
  - a. The first aid kit taken on the trip shall contain medically accepted snakebite remedies. (Education Code 32043)
  - b. The trip shall be accompanied by a teacher, employee or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites. (Education Code 32043)
3. Before trips of more than one day, the principal or designee shall hold a meeting for staff parents/guardians and students to discuss safety and the importance of safety-related rules for the trip. For non-certificated adults who will assist in supervising students on the trip, the principal or designee may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.

#### **Supervision**

1. Students on approved trips are under the jurisdiction of the Board of Education and subject to school rules and regulations.
2. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.

3. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
4. Chaperones shall be 21 years of age or older.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages or use other controlled substances while accompanying and supervising students on a trip.
7. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as conductor.

### **Funding**

No student shall be prevented from making a trip because of a lack of sufficient funds. No group shall be authorized to take a trip if any student who is a member of such an identifiable group would be excluded from participation because of a lack of sufficient funds. No expenses of students participating in a field trip outside of the state of California shall be paid with district funds.

(Education Code 35330)

### **BP 6153(a)**

#### **Trip Approval**

1. Coaches and staff members planning a trip shall make a request in writing to the principal at least 10 days prior to the date desired. Whenever practical, an alternate date should also be listed. The purpose of the trip and its relation to the course of study shall be stated in the request.
2. The principal shall approve or disapprove the request and notify the staff member. If the trip is disapproved, the principal should state the reasons.
3. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.
4. Principals shall approve no activities which they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risk.
5. With respect to trips which require a student fee of \$200 or more, the trip must be approved by the Board of Education prior to proposing it to students and/or parents.

#### **Trips Which Include Swimming or Wading**

1. No swimming or wading shall be allowed in trips unless planned and approved in advance.

2. Under no circumstances shall any student be allowed to enter the water unless wearing appropriate attire for the activity.
3. When wading in the ocean, bay, river, or other body of water as part of a planned, supervised outdoor education activity, teachers shall provide for a number of chaperones to exceed the normal one to ten ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety. In grades 4-6 this ratio shall be at least one to eight. In grades K-3, this ratio shall be at least one to four.
4. Swimming Activities
  - a. Only public pools and water facilities may be used for district sanctioned swimming activities. Such facilities must provide a Certificate of Insurance and Endorsement naming the district as an Additional Insured for a minimum of \$2,000,000.
  - b. Parents/guardians must provide written permission for the student to enter the water and must indicate the student's swimming ability. Students who do not possess sufficient swimming ability shall be provided an alternative experience.
  - c. Lifeguards must be provided by the facility owner or operator for all swimming activities. Lifeguards must be Red Cross certified or equivalent and must be at least 21 years old.

## **Sexual Harassment**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, whether it occurs between individuals of the same sex or individuals of the opposite sexes, under any of the following conditions: (Education Code [212.5](#))

1. Submission to the conduct is explicitly or implicitly made a term or condition of employment.
2. Submission to or rejection of such conduct by an employee is used as the basis of employment decision affecting the employee.
3. The conduct has the purpose or effect of having a negative impact on the employee's work performance, or of creating an intimidating, hostile or offensive work environment.
4. Submission to or rejection of the conduct by the employee is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the district

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions.
2. Verbal sexual harassment such as unwelcome sexual jokes, stories, slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Visual sexual harassment such as derogatory posters, cartoons, drawings, pictures, gestures, or computer-generated images of a sexual nature.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes in a sexual way.
7. Physical sexual harassment, such as assault, impeding or blocking of normal movements, or any physical interference with work or school activities or movement when directed at an individual on the basis of sex.
8. Clothing that is revealing or exposes parts of the body that are deemed inappropriate.
9. Displaying sexually suggestive objects in the educational environment.

Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint is prohibited.

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: (Government Code [12950](#))

### **Child Abuse Prevention and Reporting**

#### **Child abuse or neglect does not include:**

1. A mutual affray between minors (Penal Code [11165.6](#))
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code [11165.6](#))
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code [44807](#))

4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code [49001](#))
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code [49001](#))

Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; coaches, administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; and administrators, presenters, or counselors of a child abuse prevention program. (Penal Code [11165.7](#))

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. (Penal Code [11166](#))

#### Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code [11166](#))

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code [11166.05](#))

Any person shall notify a peace officer if he/she reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code [152.3](#), [288](#))

#### **Reporting Procedures - Contact Athletic Director/Principal**

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code [11166](#))

Employees reporting child abuse or neglect to the appropriate agency are encouraged, but not required, to notify the principal or designee as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

### **Child Abuse Prevention and Reporting**

The mandated reporter shall not be required to disclose his/her identity to the principal. (Penal Code [11166](#))

He/she may provide or mail a copy of the written report to the principal, Superintendent or designee without his/her signature or name.

Reporting the information to an employer, supervisor, school principal, school counselor, co- worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code [11166](#))

### **Victim Interviews**

Whenever a representative of an agency investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code [11174.3](#))

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code [11174.3](#))

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code [11167.5](#).

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code [11174.3](#))

## **Release of Child to Peace Officer**

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code [48906](#))

Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form. (cf. [5145.11](#) - Questioning and Apprehension)

## **Parent/Guardian Complaints**

Upon request, the Superintendent or designee shall provide parents/guardians with procedures that describe how to report suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in the primary language of the parent/guardian and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint to any district employee, that employee shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code [11166](#) to file a report himself/herself using the procedures described above for mandated reporters.

## **Notifications**

Before beginning employment, employees shall sign the statement (CUSD #109 Form) indicating that they have knowledge of the reporting obligations under Penal Code [11166](#) and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (Penal Code [11166.5](#))

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code [15630-15637](#).

## APPENDIX A

Athlete

**Hunter Anderson**

Printed on 01/18/2018 at 12:36 PM

<b>MEDICAL STATUS:</b>	Not Cleared	<b>Physical Expires:</b>	08/21/2018
<b>DOB:</b>	06/15/2006	<b>Grade Level:</b>	11
<b>CIF Eligibility Verified:</b>	Yes	<b>ASB Fee:</b>	Yes
<b>Fines:</b>	No	<b>Grade Eligibility:</b>	Practice Only

### HOME CONTACT INFORMATION:

**Address:** Lemos Lane, Salinas, 93999 CA  
**Home Phone:** (831) 624-1821

### PRIMARY EMERGENCY CONTACTS:

<b>Contact #1:</b>	Melissa Anderson	<b>Contact #2:</b>	Golden Anderson
<b>Relationship:</b>	Mother	<b>Relationship:</b>	Father
<b>Primary Phone:</b>	(831) 624-1821	<b>Primary Phone:</b>	(831) 624-1821

### ALTERNATE EMERGENCY CONTACTS:

<b>Alternate #1:</b>	Grama Lemos	<b>Alternate #2:</b>	Grampa Lemos
<b>Relationship:</b>	Grama	<b>Relationship:</b>	Grampa
<b>Primary Phone:</b>	(831) 624-1821	<b>Primary Phone:</b>	(831) 624-1821

### MEDICAL INFORMATION:

<b>Family Doctor:</b>	Grama	<b>Insurance Carrier:</b>	Mom
<b>Doctor Phone:</b>	(831) 624-1111	<b>Insurance Policy #:</b>	11111
<b>Last Tetanus Shot:</b>	10/25/2017	<b>Insurance Co. Phone:</b>	(831) 624-1821

### EMERGENCY MEDICATIONS (must be kept with athlete or in team first aid kit):

**Emergency meds?** Yes  
**If so, what?** Lots of hugs from Mom and Dad

### MEDICATIONS/CONDITIONS:

**Additional meds?** No  
**If so, what?**  
**EPI PEN:** No  
**CARDIAC:** No  
**ASTHMA:** No  
**DIABETES:** No  
**SEIZURES:** No  
**Allergies:** Football

If we are unable to reach you or your doctor, do you consent to the school or coach calling another doctor or transporting your child to the nearest hospital for treatment if necessary?

Yes

## Appendix B

### Athletic Equipment Check-Out

NAME: \_\_\_\_\_ BOYS \_\_\_\_\_ GIRLS \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

SPORT:      Baseball              Diving              Golf              Swimming              Volleyball              Other:  
                  Basketball          Field Hockey          Soccer              Tennis              Water Polo  
                  Cross Country          Football              Softball              Track & Field          Wrestling

EQUIPMENT ISSUED:	<u>Replacement Cost</u>		<u>Replacement Cost</u>		<u>Replacement Cost</u>
Belt	_____	Head Gear	_____	Rib Pads	_____
Body Suit	_____	Helmet	_____	Shin Guards	_____
Elbow Pads	_____	Hip Pads	_____	Shoulder Pads	_____
Game Jersey	_____	Knee Pads	_____	Sox	_____
Game Pants	_____	Lock	_____	Thigh Pads	_____
Glove	_____	Locker	_____	Travel Bag	_____
Hand Pad	_____	Practice Jersey	_____	Trunks/Shorts	_____
Hat	_____	Practice Pants	_____	Warm-up Pants	_____
	_____		_____	Warm-up Tops	_____

**NOTE: You will be held responsible for this equipment, and will be required to pay replacement costs if it is not returned or damaged.**

ISSUED BY: \_\_\_\_\_ RETURNED TO: \_\_\_\_\_

DATE: \_\_\_\_\_ STUDENT SIGNATURE: \_\_\_\_\_

TOTAL REPLACEMENT COST: \_\_\_\_\_ DATE: \_\_\_\_\_

## **Appendix C**

### **CARMEL HIGH SCHOOL MEDICAL PERSONNEL**

- 1) Matt Borek – Athletic Trainer
- 2) Gianna Halton – School Nurse
- 3) Wilder Grummon – Health Aide for CHS

The health and safety of the student athlete is essential for a successful and positive experience in athletic participation. The care of our student athletes is a collective effort of the administration, sports medicine team, coaches, and athletes.

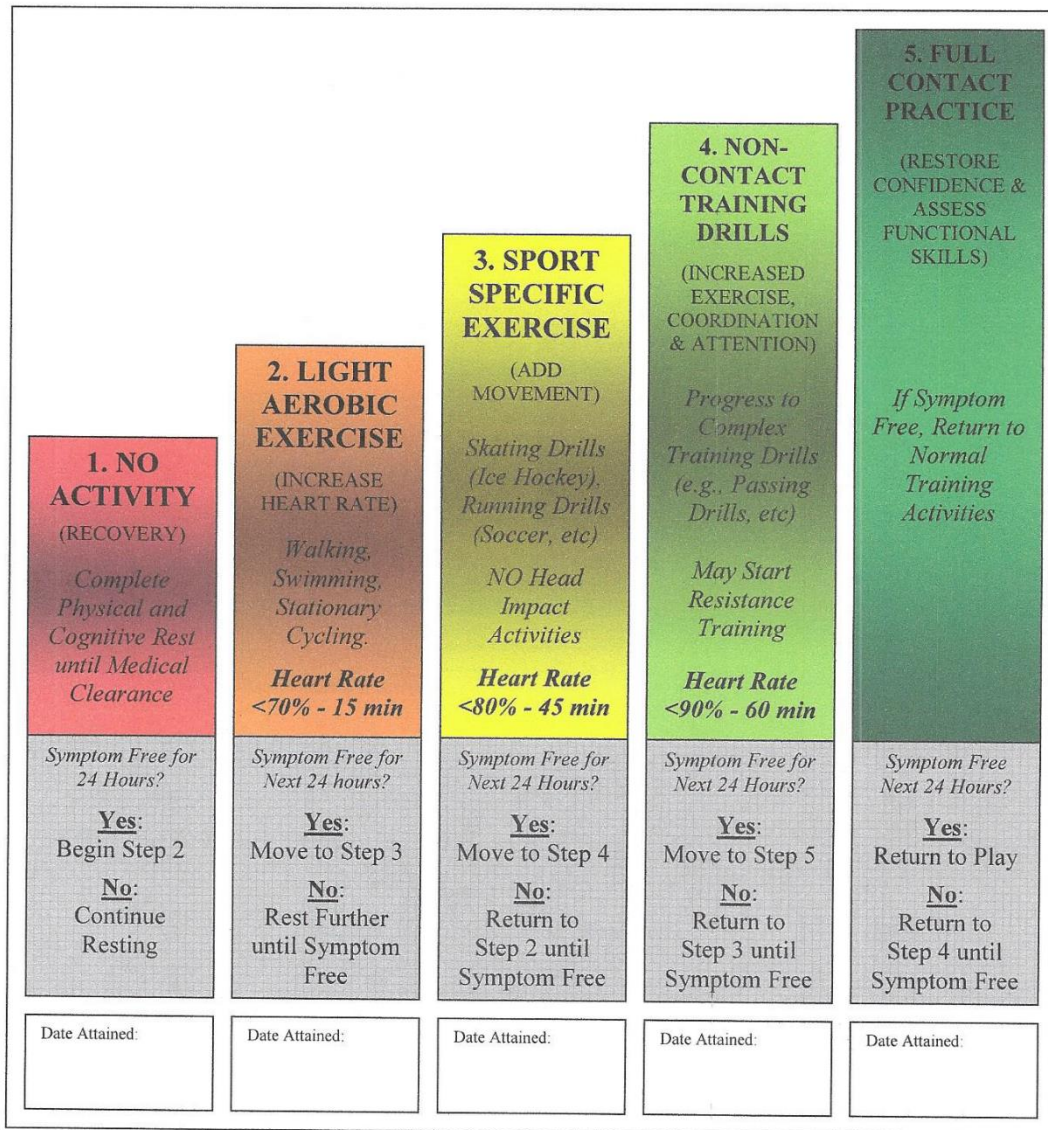
These services include injury prevention, recognition, evaluation and management, medical referrals, rehabilitation, reconditioning, emergency care and first-aid. Our certified Athletic Trainer is available in the afternoons for his services upon the request of a coach or the Athletic Director.

Our Athletic Trainer, medical staff and sports med. students work closely with our sports teams, coaches & Athletic Director.

## Appendix D-1



### Graduated Return to Play Protocol



Reference: Consensus Statement on Concussion in Sport: the 3<sup>rd</sup> International Conference on Concussion in Sport held in Zurich (2008), Br J of Sports Med 2009; 43: i76-i84 doi:10.1136/bjsm.2009.058248

## Appendix D-2

### Concussion Return to Play Form

This form is adapted from the Acute Concussion Evaluation (ACE) care plan on the U.S. Centers for Disease Control web site [www.cdc.gov/injury](http://www.cdc.gov/injury). All medical providers are encouraged to review this site if they have questions regarding the latest information on the evaluation and care of the athlete following a concussion injury. **Providers, please initial any recommendations that you select.**

Athlete's Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Team / Sport: \_\_\_\_\_

#### HISTORY OF INJURY

Person Completing Form (Circle One): Athletic Trainer | First Responder | Coach | Parent | Student

Date of Injury: \_\_\_\_\_ ☐ Please see attached information ☐ Please see further history on back of this form

Did the athlete have:	(Circle one)	Duration / Resolution
Loss of consciousness or unresponsiveness?	YES   NO	Duration: _____
Seizure or convulsive activity?	YES   NO	Duration: _____
Balance problem / unsteadiness?	YES   NO	If YES, HAS THIS RESOLVED? YES   NO
Dizziness?	YES   NO	If YES, HAS THIS RESOLVED? YES   NO
Headache?	YES   NO	If YES, HAS THIS RESOLVED? YES   NO
Nausea?	YES   NO	If YES, HAS THIS RESOLVED? YES   NO
Emotional instability (abnormal laughing, crying, smiling, anger)?	YES   NO	If YES, HAS THIS RESOLVED? YES   NO
Confusion?	YES   NO	If YES, HAS THIS RESOLVED? YES   NO
Difficulty concentrating?	YES   NO	If YES, HAS THIS RESOLVED? YES   NO
Vision Problems?	YES   NO	If YES, HAS THIS RESOLVED? YES   NO
Other:	YES   NO	If YES, HAS THIS RESOLVED? YES   NO

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### PHYSICIAN RECOMMENDATIONS

This return to play plan is based on today's evaluation.

##### RETURN TO SPORTS

PLEASE NOTE: →

- Athletes must not return to practice or play the same day that their suspected concussion occurred.
- Athletes should never return to play or practice if they still have **ANY** symptoms of concussion.
- Athletes, be sure your coach/athletic trainer are aware of your injury & symptoms, and have contact information for treating physician.

The following are the return to sports recommendations at the present time:

- SCHOOL (ACADEMICS): ☐ May return to school now. ☐ May return to school on \_\_\_\_\_. ☐ Out of school until follow-up visit.
- PHYSICAL EDUCATION: ☐ Do **NOT** return to PE class at this time. ☐ May Return to PE class.
- SPORTS: ☐ Do not return to sports practice or competition at this time.  
☐ May gradually return to sports practice under supervision of the health care provider for your team or sport.  
☐ May be advanced back to competition after phone conversation with attending physician.  
☐ Must return to Physician for final clearance to return to competition.
- OR - ☐ FULL CLEARANCE: May return to full participation in ALL activities (PE and Sports).

Return to this office on (date/time) \_\_\_\_\_ ☐ No follow-up needed.

Additional Comments: \_\_\_\_\_ ☐ See further follow-up information on back.

#### Medical Office Information (Please Print/Stamp)

Physician's Name \_\_\_\_\_ Physician's Phone \_\_\_\_\_  
 / Office Address \_\_\_\_\_

Physician's Signature \_\_\_\_\_ (Circle One) M.D. | D.O. Date \_\_\_\_\_

#### Gradual Return to Play Plan

Return to play should occur in gradual steps beginning with light aerobic exercise only to increase your heart rate (e.g. stationary cycle); moving to increasing your heart rate with movement (e.g. running); then adding controlled contact if appropriate; and finally return to sports competition. Pay careful attention to your symptoms and your thinking and concentration skills at each stage or activity. After completion of each step without recurrence of symptoms, you can move to the next level of activity the next day. **Move to the next level of activity only if you do not experience any symptoms at the present level.** If your symptoms return, let your health care provider know, return to the first level and restart the program gradually.

- Day 1: Low levels of physical activity (i.e. symptoms do not come back during or after the activity).  
 This includes walking, light jogging, light stationary biking, and light weightlifting (low weight – moderate reps, no bench, no squats).
- Day 2: Moderate levels of physical activity with body/head movement.  
 This includes moderate jogging, brief running, moderate intensity on the stationary cycle, moderate intensity weightlifting (reduce time and or reduced weight from your typical routine).
- Day 3: Heavy non-contact physical activity.  
 This includes sprinting/running, high intensity stationary cycling, completing the regular lifting routine, non-contact sport specific drills (agility – with 3 planes of movement).
- Day 4: Sports Specific practice.
- Day 5: Full contact in a controlled drill or practice.
- Day 6: Return to competition.

## APPENDIX E

### **CARMEL UNIFIED FORMS WITH LINKS**

1. Release of Student form: Here
2. Online Volunteer Driver packet [here](#)
3. Incident Report [here](#)
4. [Request for BOE Approval for Field Trips and Excursions](#)
5. Checklist for Coach and Athletic Director for Overnight trip
6. Sportsnet link: Roster & Coach management <https://sportsnethost.com/carmelhs>
7. Sportsnet link: Coach Clearance Information: <https://sportsnethost.com/carmel-unified>
8. Sportsnet link: Parents link to register their Student-Athlete: <https://sportsnethost.com/carmelhs-parent>

## **COACHES END OF SEASON CHECKLIST**

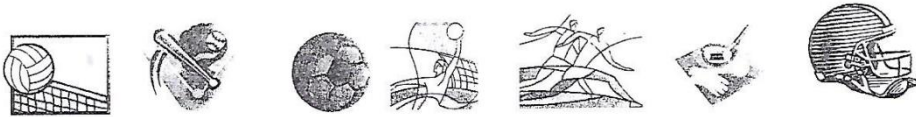
All areas must be cleared before the stipend check is submitted.

- \_\_\_\_\_ List of athletic awards, All-League winners & placement
- \_\_\_\_\_ All equipment and uniforms turned in, including inventory and missing uniform invoices.
- \_\_\_\_\_ All Keys and First Aid Kits turned in
- \_\_\_\_\_ All invoices, receipts & reimbursements cleared by ASB.
- \_\_\_\_\_ Budget needs for next year.
- \_\_\_\_\_ Any concerns or suggestions for improvement of the Athletic Dept.

\_\_\_\_\_ Date: \_\_\_\_\_  
Coach

\_\_\_\_\_ Date: \_\_\_\_\_  
Golden Anderson, Athletic Director

## Appendix G



### CARMEL HIGH SCHOOL ATHLETIC BOOSTERS GRANT REQUEST FORM

CHS Athletic Booster Club considers requests for funds to enhance the athletic opportunities of Carmel High School athletes. Please fill out the form below, submit it to the CHS Athletic Director for approval and signature, and place it in the Athletic Booster Mail-box in the office. Your request will be considered at the following Athletic Booster Club meeting which is held on the first Wednesday of each month.

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SPORT:** \_\_\_\_\_ **LEVEL:** \_\_\_\_\_  
(Varsity, JV, Freshman)

**REQUEST:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Additional pages may be attached as needed)

**Total cost including shipping:** \_\_\_\_\_

This is a reasonable request and is not included in this sport's District funding.

**Athletic Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Athletic Boosters' Action:** APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_  
DATE DATE

